

Adding ADEConnect User Access

Contents

Overview	2
Add application role for a person	2

Overview

Once a request for access has been reviewed and approved these are the steps needed to grant the role to the person

Add application role for a person

Step 1: From the *Home* tab select the *Entity Administrator* link for the Entity ID where the application needs to be added

The screenshot displays the ADEConnect web application interface. At the top, the Arizona Department of Education logo is on the left, and a user welcome message 'Welcome Lea' with a 'Sign Out' button is on the right. Below the logo, there are links for 'Change Password' and 'Register For Password Reset'. A navigation bar shows 'Home' and 'Reports' tabs. The main content area lists several districts with expandable menus (indicated by minus signs in brackets). An orange arrow points to the 'Entity Administrator' link under 'Yuma Union High School District - 4507'. The footer contains links to 'ADEConnect Help Desk', 'FAQs', and 'Acceptable Use Policy', along with a copyright notice for 2014 and social media icons for Facebook and Twitter.

Arizona Department of Education

Welcome Lea [Sign Out](#)

[Change Password](#) [Register For Password Reset](#)

Home Reports

- [-] Yuma Elementary District - 4499 [\[Hide All\]](#)
 - [Grants Management](#)
 - [Entity Administrator](#)
- [-] Yuma Union High School District - 4507
 - [Move On When Reading](#)
 - [Entity Administrator](#)
- [-] Yuma High School - 6189
 - [Move On When Reading](#)
- [-] Yuma Head Start Center - 88060
 - [Entity Administrator](#)
 - [AZ Dash](#)

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Step 2: Based on the request for access, enter the name of the person who should be granted access to the application in the *Search for* box.

Step 3: Select magnifying glass to search.

Welcome Administrator, LEA

Search for: Penny, Ashely Search within: All Users

Requests

- Approve requests
- See requests I've made

See requests you've made, or approve requests that others have made to you.

About Forefront Identity Manager

Step 4: Select the Name

Welcome Administrator, LEA

Search for: Penny, Ashely Search within: All Users

Display Name	Domain	Account Name	Job Title	Office Location	Office Phone	E-mail
Penny, Ashely	AZED	EXT806200055@az				apenny@prschools.net

Step 5: Select *Relationship* tab.

The screenshot shows the 'Forefront Identity Manager -- Webpage Dialog' window for user 'Penny, Ashley'. The 'General' tab is selected. The form contains the following fields:

- ADE Person Type:
- First Name *:
- Last Name *:
- Middle Name:
- Office Phone:
- E-mail *:
Primary e-mail address for the user
- ADE Stakeholder ID:
- ADE Source System: ADEConnect

A red asterisk indicates required input. At the bottom are buttons for 'Advanced View', 'OK', and 'Cancel'.

Step 6a: Select the box in front of *Display Name*; this will put a check mark in the box.

Step 6b: Select *Edit*.

The screenshot shows the 'Relationships' tab of the 'Forefront Identity Manager -- Webpage Dialog' window. The 'Edit' button is highlighted with a callout box labeled 'Step 6b: Select Edit.'. Below it, a table lists relationships:

Display Name	Description
<input checked="" type="checkbox"/> Harvest Preparatory Academy - 79513	

A callout box labeled 'Step 6a: Select the box in front of Display Name' points to the checkbox in the first row. At the bottom, there is a field 'Entity this user should have a relationship created for' and buttons for 'Advanced View', 'OK', and 'Cancel'.

Step 7: On the *ADE Roles to Add* row select the image that looks like pieces of paper (Browse) button.

Forefront Identity Manager -- Webpage Dialog

Penny, Ashley

Roles General Attestation

ADE Roles

Display Name
Accountability - School

1 items total Page 1 of 1

ADE Roles To Add

ADE Roles To Remove

Pending Role Approvals

Browse

Display Name

There are no pending role approvals

Advanced View OK Cancel

A list of all the application roles available to be assigned will be displayed.

Forefront Identity Manager -- Webpage Dialog

Select ADE Role

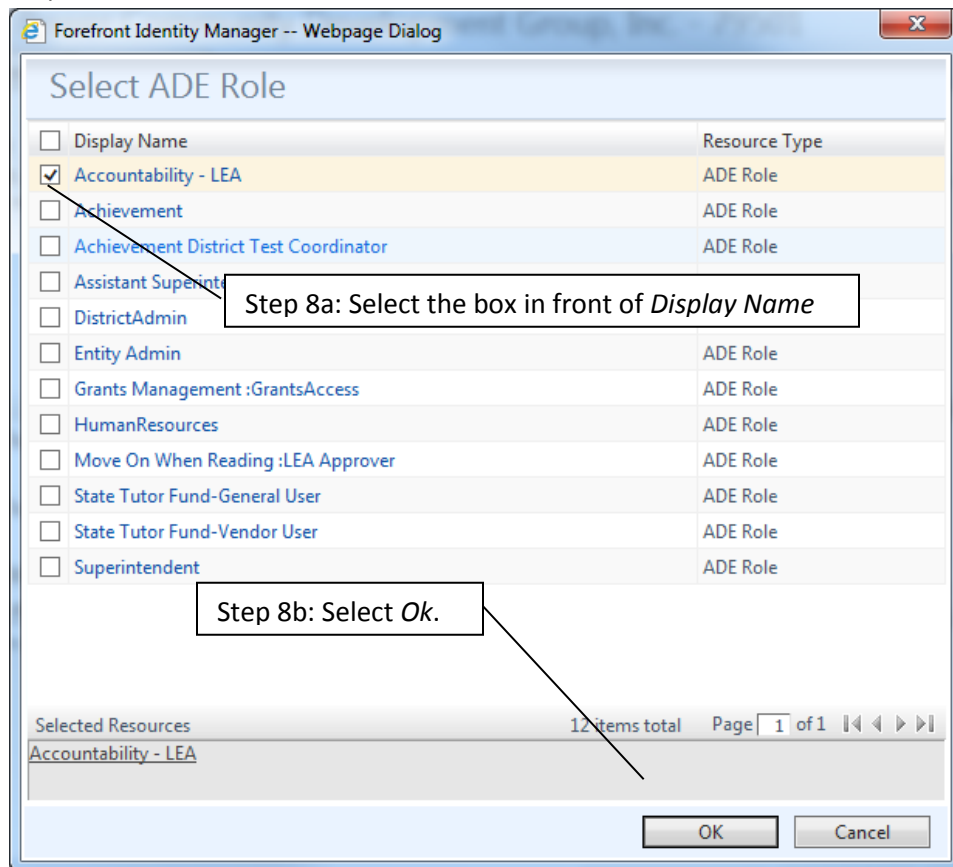
Display Name	Resource Type
<input type="checkbox"/> Accountability - LEA	ADE Role
<input type="checkbox"/> Achievement	ADE Role
<input type="checkbox"/> Achievement District Test Coordinator	ADE Role
<input type="checkbox"/> Assistant Superintendent	ADE Role
<input type="checkbox"/> DistrictAdmin	ADE Role
<input type="checkbox"/> Entity Admin	ADE Role
<input type="checkbox"/> Grants Management :GrantsAccess	ADE Role
<input type="checkbox"/> HumanResources	ADE Role
<input type="checkbox"/> Move On When Reading :LEA Approver	ADE Role
<input type="checkbox"/> State Tutor Fund-General User	ADE Role
<input type="checkbox"/> State Tutor Fund-Vendor User	ADE Role
<input type="checkbox"/> Superintendent	ADE Role

Selected Resources 12 items total Page 1 of 1

OK Cancel

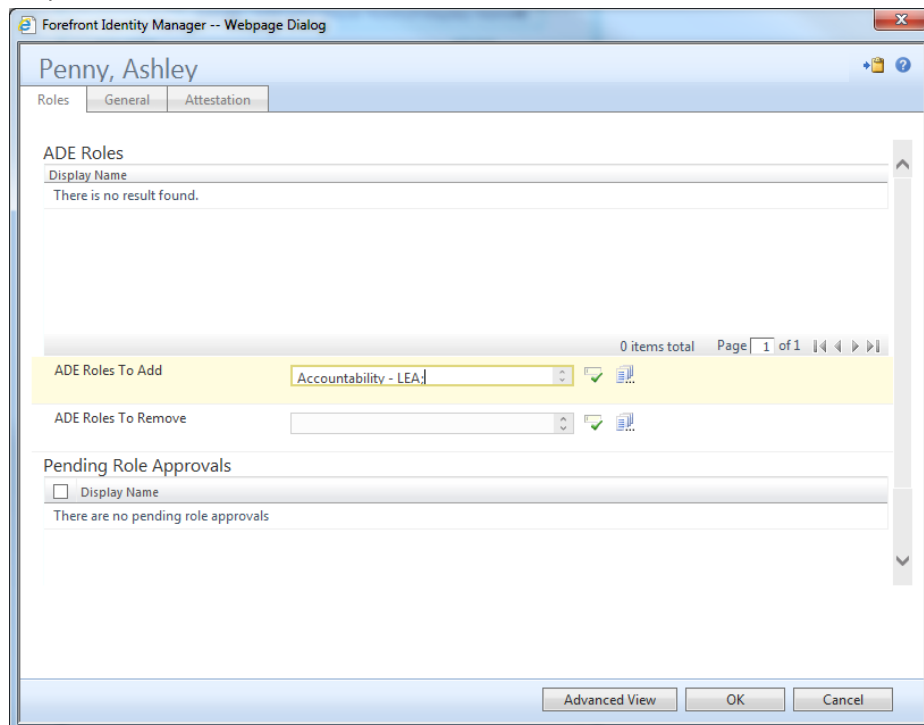
Step 8a: Select the box in front of the *Display Name*; this will put a check mark in the box.

Step 8b: Select *OK*



This will populate the *ADE Roles To Add* box.

Step 9: Select *OK*.



Step 10: Select Submit to add the access

Forefront Identity Manager -- Webpage Dialog

Penny, Ashley

Roles General Attestation

Multiple-Value Attributes	Removed Items	Inserted Items
ADE Roles To Add	(no removed item)	Accountability - State;

Advanced View < Back Submit Cancel

This will take you back to the *Relationship* tab.

To view/verify the new role was added to the person you will need to repeat the steps 6a and 6b:

Check the box in front of *Display Name*.

Select *Edit*.

Forefront Identity Manager -- Webpage Dialog

Penny, Ashley

General Account Management Relationships Entity Administration

Relationships

Step 6b: Select *Edit*.

Display Name Description

☒ Harvest Preparatory Academy - 79513

Step 6a: Select the box in front of *Display Name*

1 items total Page 1 of 1

Entity this user should have a relationship created for

Advanced View OK Cancel

The screen will now display, *ADE Role(s)* assigned to the person.

Forefront Identity Manager -- Webpage Dialog

Penny, Ashley

Roles General Attestation

ADE Roles

Display Name

Accountability - School

1 items total Page 1 of 1

ADE Roles To Add

ADE Roles To Remove

Pending Role Approvals

Display Name

There are no pending role approvals

Advanced View OK Cancel

Your job is complete, new Role has been added to the person.